



ROLE PROFILE

JOB TITLE	Human Resources Director
LEVEL / GRADE	To be determined (new Position)
UNIT	Organisational Development and Support
NUMBER OF YEARS IN POSITION	5 – 10 (Senior/Executive level)
DESIRED	Managing employees in various countries/Implementing HR systems/processes across the African /other continents
REPORTING TO	Executive Director
DIRECT REPORTS	HR Manager
LOCATION	Johannesburg, South Africa
EFFECTIVE FROM	10 October 2016
<p>MAIN PURPOSE OF THE JOB</p> <ul style="list-style-type: none"> • Ensure the development and execution of the Human Resources strategy and provide clear direction for the development and implementation of HR policies, structure and Systems, in order to optimally support the development of Greenpeace Africa (GPAf) in all its campaign locations across Africa, and the implementation of its programmes and operations • Ensure the day to day management of the organisation’s human resources to ensure optimum performance and efficiency • Ensure alignment to global strategies, policies and practices • Ensure the effective internal management practices and operations by overseeing the effective provision and maintenance of HR • Lead the organisation’s commitment to diversity and anti-oppression in the workplace and to work, develop and strengthen a participatory, creative, innovative and healthy workplace 	

Competency category	Competency	Competency	Requested
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		importance	proficiency level	
ORGANISATIONAL COMPETENCIES	Professionalism	3	3	
	Achievement	3	3	
	Interpersonal relationship	3	3	
	Knowledge sharing	3	3	
	Values diversity	3	3	
	Innovation	3	3	
FUNCTIONAL COMPETENCIES (TECHNICAL)	Fluency in written and spoken English. Fluency in written and spoken French advantageous.	3	3	
	Knowledge and/or experience in office and application software	2	2	
	Knowledge and/or experience in South African labour legislation (African labour legislation strongly advantageous)	3	3	
	Knowledge and/or experience in HR Management	3	3	
	Knowledge and/or experience in facilitation	2	2	
	Knowledge and/or experience in conflict resolution	3	3	
	Knowledge and/or experience in business administration	2	2	
	Knowledge and understanding of the INGO sector	2	2	
	Knowledge and understanding of the NGO sector	2	2	
	Budgeting (preparing, presenting, monitoring)	3	3	
	Negotiation skills	3	3	
	Presentation and reporting skills	3	3	
	Training skills (teach, mentor and coach)	3	3	
	Work under pressure	3	3	
	Attention to details	2	2	
	Analytical skills			
	Project management			
	FUNCTIONAL	Being a team player	3	3

COMPETENCIES (SELF/ SOCIAL)	Tact and diplomacy	3	3
	Assertive	3	3
FUNCTIONAL COMPETENCIES (LEADERSHIP)	Planning and organising	3	3
	Empowering and developing people	3	3
	Strategic Orientation and Managing Vision	2	2
	Decision-making	3	3

Attitudes/minimum requirements

- Professional qualification in Human Resource Management
- Minimum of 15 years of experience in the Human Resources function, with at least 5 years in senior management levels
- Very good and demonstrated interpersonal and communication skills
- Innovator and problem solver in the face of changing circumstances
- Develops and maintains effective relationships with others
- Shares knowledge
- Trusts, values and respects others.
- Is aligned with the core values and mission of the organisation.
- Identification with Greenpeace goals and supporting of Greenpeace values
- Autonomous, initiative and ability to work independently
- Stress resistance
- Self-motivation
- Flexibility
- Willingness to travel
- Discretion and confidentiality



- Pro-activeness

Competency importance: 1=important; 2=very important; 3=extremely important; 4=critical

Requested proficiency level: 1=basic; 2=intermediate; 3=advanced; 4=exemplary

Greenpeace Global Competencies

ENERGY

Symbolises our personal values and our integrity. It is derived from our openness and inclusiveness, our authenticity, our humility, a global mindset and above all a SOLUTIONS-ORIENTED ATTITUDE – where others see problems or pitfalls we see the opportunity to make a difference.

ENERGISE

Reflects our PEOPLE (CUSTOMER) FOCUS ability to build and maintain strong interpersonal relationships, developing and maintaining effective collaborations in order to influence stakeholders to encourage effective communication and foster teamwork.

EDGE

Marks how smart we are when adapting to change, it shows our willingness to take risks and INNOVATE. We see the bigger picture and seek creative ways to bring full awareness to critical situations.

Our EXPERTISE

Helps us make sense of what is happening around us and to effectively capture and apply our insights to see things as they might be. Knowledge Sharing uses formal, informal and systematic methods to share information with others to increase organisational effectiveness

EXECUTING

Is making the right things happen by following through in a persistent and decisive manner. By being a Role Model for Accountability and Straightforwardness.

We will Walk the Talk combining a high sense of personal accountability whilst holding others accountable.

KEY PERFORMANCE AREAS	KEY PERFORMANCE INPUTS /ACTIVITIES	KEY PERFORMANCE INDICATORS	WEIGHT
Strategic direction	<ul style="list-style-type: none"> As a member of the SMT, contribute to and co-ordinate the development of the 3 year strategies in line with GPI requirements and GPAf's strategic vision and mandate Contribute to the realisation of GP's overall objective in an integrated manner 	<p>3 Year Strategic Plans, approved by SMT, Board of Directors and GPI as per GPI requirements</p> <p>Participate in regular SMT meetings and strategic sessions, and functional meetings as and when required</p>	10%
Management	<ul style="list-style-type: none"> Strengthen HR structures and policy implementation in order to achieve the objectives of GPAf Develop a Greenpeace and GPAf identity for all employees wherever located and whatever their roles in the organisation Maintain regular flow of communication with each GPAf campaign location through regular visits and/or engagement of colleagues in frequent exchanges on work status, implementation and reporting 	<p>Systems, structure and policy implementation reviewed annually</p> <p>Ensure updated Role Profiles by 31 March annually Performance Reviews conducted as per GPAf due dates</p> <p>Visits conducted as per annual travel plan</p>	20%
Budget	Input into and manage the annual HR budget	Underspend on annual budget/no	10%

		overspent	
People and Culture	<ul style="list-style-type: none"> • Ensure the development and implementation of the Human Resources strategy • Ensure effective induction, performance of staff through coaching, development training and performance reviews • Lead the organisation's commitment to diversity and anti-oppression in the workplace and to work, develop and strengthen a participatory, creative, innovative and healthy workplace • Ensure staff participation in effective decision-making through staff participatory structures (including the Staff Workplace Forum, the Employment Equity Committee, etc.) • Implement the learning and development strategy towards a learning organisation 	<p>Annual Human Resources strategy</p> <p>Annual Human Resources Implementation and Work Plans</p> <p>Participatory staff structures</p> <p>Learning and development strategy</p>	30%
Systems Management	Ensure HR systems (SAGE VIP etc.) are managed and well maintained, in order to effectively support the operations and campaigns of Greenpeace	HR systems and projects are implemented as per annual work plan	5%

Developing and establishing systems	Ensure the development, execution and maintenance of quality-controlled HR, management policies and systems, in order to provide a complete and useful instrument to adequately support the operations of Greenpeace	Internal controls are reviewed, updated and documented to ensure efficiency and standardisation (where possible) across GPAf programme locations	5%
Compliance	Ensure the compliance to all relevant external requirements and legislation in order to optimise the security of the organisation, the health and safety of employees and protect the public image of Greenpeace	The organisation adheres to all relevant legislation and best practice	5%
Performance, Accountability and Learning	Ensure the monitoring and evaluation of all functions and the organisation as a whole, and ensure the implementation of approved recommendations, in order to contribute to the improvement and effectiveness of Greenpeace operations and Human Resources	Quality narrative and financial reports are submitted to various audiences on time Organisational effectiveness is measured adequately Gaps and learning (s) are captured and shared appropriately	5%
Reporting	<ul style="list-style-type: none"> • Ensure the development of annual HR report to the Executive Director • Report accordingly to the SMT in consultation with the Executive Director, in order to establish a transparent and healthy organisation 	Quality narrative and financial reports are submitted to various audiences on time	5%
Liaison with Greenpeace International	Organise and maintain sound communication flow and liaise regularly with	Regular communication is provided to ensure	5%

	<p>Greenpeace International (GPI), as well as other National and Regional Offices' (NROs)</p> <p>Represent GPAf to GPI and NROs and their Unit Heads and at relevant international meeting and ensures Africa's input into HR practices and policies</p>	effective flow of information	
Ad hoc	Perform other duties and/or projects as requested or assigned by the Executive Director		
			100%